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MEMORANDUM FOR: Deputy Assistant Director, ORE
FROM : Chief, Plans and Policy Staff
SUBJECT : ORE Map Division Monthly Report of February 1950

1. Paragraph ID2 of subject report states:

"The CIA Library appears disinclined to maintain want lists for books. After a title has been on order for a while without successful procurement, the order is cancelled as unfillable. There is no assurance that adequate effort has been made in the field or elsewhere to purchase the desired books; as a result, it is felt that much time is wasted in recommending certain books for procurement when no adequate follow-up is to be made by the CIA Library."

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2. From informal conference with the Chief Librarian and the Chief, Information Control Branch, ORE, the facts appear to be as follows:

The CIA Library orders heavily in subject and language categories of books which normally produce a high percentage, 30 - 45%, of unobtainable items. Reasons for this include political interference and sensitivity of procurement, the difficulties of securing accurate bibliographic information and service from remote posts and the fact that many items are out-of-print.

The Library follows a conservative policy on cancellation as is evidenced by the fact that its files contain orders outstanding for as long as two years. Cancellation is not undertaken without the permission of the requestor. Before cancellation, items which have been ordered domestically are reordered with vendors in New York City who specialize in searching for obscure items. Items ordered from overseas sources are traced at the initiative of the requestor, but without direct communication with procurement personnel abroad and without firm criteria on what constitutes efficient service from overseas, the Library is extremely limited in its ability to control, reorder and cancel such orders.

The following measures now under investigation or recently instituted by the CIA Library are expected to reduce substantially the present volume of unobtainable items and resultant cancellations:

- (a) Screening of new orders to assure maximum use of existing library resources and alternative services, e.g. inter-library loan and reproduction.
- (b) Increased use of bibliographic services covering both foreign and domestic publications, publishers and vendors.
- (c) Utilization of additional and improved procurement channels.
- (d) Reduction in intra-agency processing steps and processing time.
- (e) Inauguration of systematic follow-up procedures on overdue orders.

25X1 [] Chief of Information Control Branch, ORE, is a member of the CIA Document Procurement Committee which advises the CIA Library on procurement matters. As such he is aware of and concurs in the policies discussed here. Requestors are urged to refer to him problems arising in connection with the procurement of publications.

The Library expects to circulate in the near future a detailed description of its revised procurement policies and procedures.

3. It is recommended that the Chief, Map Division be furnished the foregoing information by copy of this memorandum, and through it thanks for a monthly report comment that has led on the one hand to emphasis on the value and the need of efficient library service, and on the other hand to assurance that honest and intelligent effort is being put into the furnishing of that service.

The substance of paragraph 2 above has been forwarded to DAO/ORE as proposed ORE Operating Procedure - Notice No. —.

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